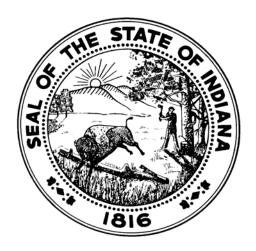
# STATE BOARD OF ACCOUNTS 302 West Washington Street Room E418 INDIANAPOLIS, INDIANA 46204-2765

EXAMINATION REPORT OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA

January 1, 2004 to December 31, 2004



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# OFFICIALS

Office	<u>Official</u>	<u>Term</u>
Chairman, Bureau of Motor Vehicles Commission	Gerald Coleman Mary DePrez Joel Silverman	01-06-02 to 02-29-04 03-01-04 to 01-09-05 01-10-05 to 01-11-09
Branch Manager	Debra Weigart Lynne Hammond	01-01-04 to 11-30-05 12-13-05 to 12-31-05



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#### INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Number 166 (Branch) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branch for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

December 15, 2005

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS January 1, 2004 to December 31, 2004

	 Amount
Collections:	
Registrations	\$ 4,250,578
Titles	921,308
Drivers licenses	239,666
Watercraft	119,954
Miscellaneous	 690
Total	\$ 5,532,196
Distributions:	
State fees	\$ 1,784,816
County tax	3,266,941
Commission fees	480,439
Total	\$ 5,532,196

The accompanying notes are an integral part of the schedule.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

#### Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

#### Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

#### Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA STATISTICAL INFORMATION January 1, 2004 to December 31, 2004

Passenger Motorcycle RV (housecar) Light truck Other truck Farm truck Tractor Trailer Semitrailer School and church bus Other	18,682 897 368 6,387 241 54 38 2,406 168 32 5
Total vehicle registrations	29,288
Drivers licenses and permits: Drivers licenses/learners permits CDL licenses/CDL permits Placards Other	10,357 621 1,123 6,552
Total drivers licenses and permits	18,653
Titles: Vehicles Watercraft	12,602 240
Total titles	12,842
Total watercraft registrations	1,342

# STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA EXAMINATION RESULTS AND COMMENTS

### **BRANCH JOURNAL**

The branch journal was inadequately maintained in that nonsufficient fund checks, bank adjustments and credit card errors were not properly adjusted in the journal balance.

The branch journal is to be updated and maintained daily to account for balances in the branch clearing accounts and to identify differences between the bank balance and journal balance. (Branch Operations Policies and Procedures Manual, Journal/Balancing Chapter)

### ATTENDANCE REPORTS

Some attendance reports were not made available for audit, while others were not signed by the employees. In addition, employees were claiming more holiday time than 7.5 hours for legal holidays.

Employee attendance reports should be signed by the employee on the last day worked in a pay period. (Accounting and Uniform Compliance Guidelines Manual for State Agencies, Page 9:4)

## STATE BUREAU OF MOTOR VEHICLES COMMISSION LICENSE BRANCH NUMBER 166 BROWNSBURG, INDIANA EXIT CONFERENCE

The contents of this report were discussed on December 15, 2005, with Lynne Hammond, Branch Manager.